

MASTER SERVICES AGREEMENT

FOR

NETWORK MAINTENANCE SERVICES
AND TECHNICAL SERVICES

MSA #5-03-70-56
USER GUIDE

NOVEMBER 2003

PROCUREMENT DIVISION
707 3RD Street
West Sacramento, CA 95605

INTRODUCTION

I) PURPOSE

This new Master Services Agreement is designed to provide NETWORK MAINTENANCE SERVICES AND TECHNICAL SERVICES for all state agencies.

A) ORDER PLACEMENT

You may place an order at any time during the effective period of the contracts. All contracts are currently effective from **November 1, 2003** through **October 31, 2006**. The State, at its option, may extend this contract on a year to year basis up to two (2) additional years. Prices may change periodically according to the Cost and Pricing Section of the Contract Provisions.

B) ORDER INITIATION

Coordinate with the appropriate units within your agency (e.g., Procurement, Business Office, Contracts, Business Services Office. etc.).

C) CONTRACTOR CONTACT: **MSA #5-03-70-56**

Scott Horton
SBC Communications Inc.
2700 Watt Ave. Room 3473
Sacramento, CA 95821
Phone: 916-939-8173
Fax: 916-973-1720
FEIN# 94-0745535
VIN# 302654

II) CONTRACT GUIDELINES

A) NEW ORDERS

Orders can be placed by completing a STD. 65, Contract/Delegation Purchase Order. Detailed instructions on completing these forms are contained in Section III below. **ORDERS MAY BE PLACED IN ANY AMOUNT WITHOUT FURTHER COMPETITION. THERE IS NO \$500,000 LIMIT TO PURCHASE ORDERS AGAINST THIS MSA.**

Once you have obtained any necessary departmental and agency approvals **COMPLETE THE STD. 65, CONTRACT/DELEGATION PURCHASE ORDER**, and mail or fax the purchase order directly to the contractor.

B) DISTRIBUTION

Copies of the STD 65 must be sent to:

Department of General Services
Procurement Division – Masters Unit
707 3rd Street
West Sacramento, CA 95605

C) TERMINATION

Any State may unilaterally terminate any order issued against this agreement upon 30 days notice to the contractor. The contractor shall be compensated at contract rates for work completed and accepted prior to a stop work order or termination notice commencement date.

D) CONTRACT ADMINISTRATOR:

Kayla Deogracia-Dann
Procurement Division
707 3rd Street
West Sacramento, CA 95605
Phone: 916-375-4448

E) DVBE

Because the Department of General Services awarded this MSA and evaluated the DVBE participation as a contract requirement the DGS will report any efforts towards DVBE participation.

III) GENERAL PROVISIONS

The Form GSPD 401IT, General Provisions - Information Technology (consisting of 10 pages, effective 03/01/03) shall be in force for this agreement. It may be found at the following web address:
www.documents.dgs.ca.gov/pd/modellang/GeneralIT.pdf

For purposes of this Agreement "Time is of the Essence".

NOTE: The State has negotiated new Model Contract language effective March 1, 2003, and has established a policy of using this contract language without change.

FORMS

The STD. 65, CONTRACT/DELEGATION PURCHASE ORDER

1. AGENCY BILL CODE

THIS FIELD IS MANDATORY. Place the Agency Bill Code as assigned by the Department of General Service in this field. There is to be only one bill code per order.

2. CONTRACT REGISTRATION NUMBER

This field is mandatory any time the order or amendment when the new order total with the amended amount is greater than \$5000.00. Insert the number assigned by the State Contract and Procurement Registration System.

3. CONTRACT DELEGATION NUMBER

Enter the MSA number in this field.

4. PAGE NUMBER AND TOTAL NUMBER

Enter the page number and total number of pages for each order. This should be shown with two digits: (i.e. 01 of 02).

5. BILL TO

Enter the address where invoices will be sent. Enter the name **and** telephone number of the section that will be handling the invoice payment in your agency.

6. **AGENCY ORDER NUMBER**

Enter **your** agency's assigned purchase order number.

7. **TERMS**

Enter the terms for payment as **NET 60**.

8. **DATE**

Enter the date the purchase order will be mailed. The month, day and year should be indicated with two digits; (i.e. July 1, 1997 as 07/01/97).

9. **TO FIRM ADDRESS**

Enter the contractor's name and address as shown above.

10. **VENDOR NUMBER**

Enter the Contractor's vendor number (VIN #302654).

11. **DESCRIPTION OF WORK**

Reference the complete list of equipment by Manufacturer chassis number/model number, and individual serial number, but do not include individual configurations in the description. Provide the address at which the equipment is physically located for each piece of equipment on the list. State whether the equipment is on the 24x7 or 8x5 maintenance plan.

12. **UNIT PRICE**

Insert the **DISCOUNTED** unit price for each piece of equipment. The cost and price section has the cost table as it was originally bid. All price changes will be announced by supplement to these ordering instructions. All prices are derived from the manufacturer's suggested retail pricing as follows:

Discount from price list:

CISCO Global Price List US Availability -25%

(SMARTnet Onsite 8x5 & 24x7)

dated: August 8, 2003

Foundry Networks US List -5%

(TechNet Silver 8x5 and Technet Gold 24x7)

dated: 1-May 03

Kentrox Customer Support -10%

(Maintenance and Installation Critical Care part #14203)

dated: 030527.doc

13. **EXTENSION**

Insert the product of the quantity multiplied by the unit price.

14. **TOTAL**

Add the total of the extension column for this order, and place the amount in this field. In the case of an amendment see the instruction under amendments below.

15. SIGNATURE

An original signature of the person with the proper signature authority within your department or agency to sign this order must appear on the purchase order.

AMENDMENTS:

Enter the original purchase order number and an amendment number that is sequential with past amendments if there were any. State how the original list of equipment is amended and the amended amount for each piece of equipment. State the original total, the amount of change between the original and the amendment, and add the two together to arrive at the amended Grand Total.

(Because the contract allows no shipping or other non-taxable items these boxes on the form STD-65 may be amended to reflect original the total and amended total which, when summed, add up to the Grand Total.)

The Sections of the contract with SBC Communications concerning pricing and the maintenance provisions are included in these ordering instructions as the sections titled *Cost and Pricing* and *Contract Provisions*.